

META

Montana Educational Technologist Association



Policy & Procedures Manual

May, 2018

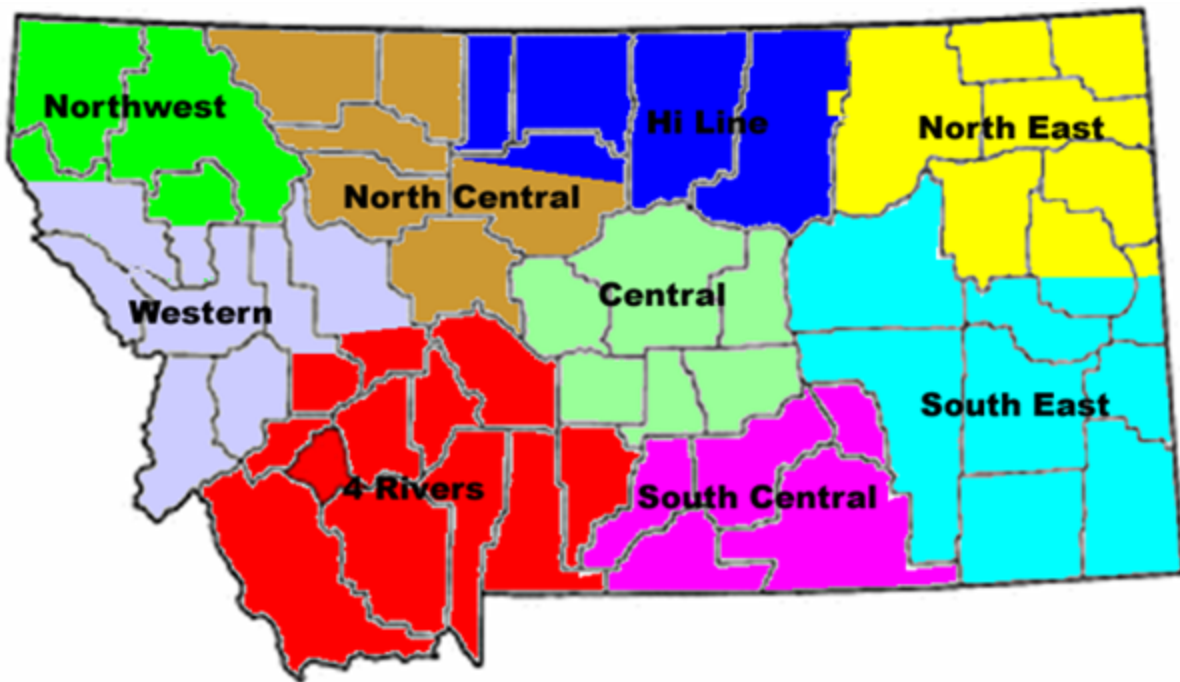
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META

POLICY & PROCEDURES MANUAL

REGIONAL STRUCTURE



NAME

The name of this organization shall be the Montana Educational Technologist Association (**META**).

VISION AND VALUES

CORE PURPOSE:

Unite technologists into a professional association advocating for and supporting the education of all Montana children.

CORE VALUES:

1. Influence. Provide a voice to influence decisions on educational process at the school, district, state and federal level.
2. Best Practice. Develop, improve, share, and promote best practices for technology in education.
3. Professional Community. Develop a community to provide professional growth, productive relationships and mutual respect among members.

FUTURE VISION:

META's vision and collective effort are recognized globally for driving the change necessary to transform education for all children!

- Go to organization at the state and federal level when considering education technology policy and practices.
- Personalized education programming through the process think used by META to transform education.
- Return on investment in the strategies used are widely supported by all audiences.

MEMBERSHIP

The Montana Education Technologists Association is an individual membership organization open to K-12 education institutions (public and private) recognized by the Montana State Board of Public Education. Members of other education agencies and other interested parties in the state of Montana may join as affiliate members. The primary audience is district employees and consultants responsible for technology operations within Montana K-12 education institutions.

Members shall not use their META membership to promote financial gain.

Membership shall be approved by and may be revoked at any time by a majority vote of the board.

Membership in the Association shall be divided into five classifications:

1. Active Membership
2. Senior Membership

3. Honorary Membership
4. Student Membership
5. Affiliate Membership

Active Membership

Individuals who are employed or contracted by public or private K-12 schools/districts and participate in technology leadership as part of their duties are eligible for active membership.

Senior Membership

Active Members who retire are eligible for Senior Membership status. These members shall have all rights and privileges of active membership except to vote and hold office.

Honorary Membership

The Executive Committee (President, President-Elect, and Past-President) shall have the right to confer honorary memberships. These members shall have all rights and privileges of active membership except to vote and hold office.

Student Membership

Any student sponsored by a member shall be eligible for student membership. Student members are entitled to all privileges of META except to vote and hold office.

Affiliate Membership

Affiliate membership is available to individuals engaged in educational technology management who do not qualify as or elect to be an active, senior, or student member. Affiliate members may not compose the majority of any committee of the organization, except any committees created to address issues specific to affiliate members.

GOVERNING DOCUMENTS

Articles of Incorporation

META is a not-for-profit corporation established in 2012. The Articles of Incorporation include the name of the corporation, purposes for which it was formed and a statement that all rules of the corporation are to be embodied in the bylaws. A copy of the Articles of Incorporation is retained in the SAM Headquarters.

Bylaws

The Bylaws of an incorporated not-for-profit organization usually include provisions with respect to:

- o The purpose of the organization
- o Qualifications of membership
- o The election and duties of its directors
- o The role of the members
- o Meetings of members and directors, including notice, quorum and voting
- o The role of executive and other committees
- o The role and relationship of the state associations and affiliated organizations
- o The organization's fiscal year
- o How the Bylaws are amended

Bylaws are living documents subject to change as organizational needs change, but there should be relatively few substantive changes. Only the members of the Association can change the Bylaws.

META Policy and Procedures Manual

The META Policy and Procedures should include all operational details of the organization. Policies are established by the Board of Directors to guide the META organization so that it runs effectively, efficiently, legally and ethically. Policy decisions affect the organization as a whole and establish the framework within which volunteers and regional directors can lead and manage the programs and services of the organization. Specific action items or decisions are generally not part of the Manual. The META Policy and Procedures Manual is reviewed and approved annually by the Board of Directors.

GOVERNANCE OF OFFICERS

META BOARD OF DIRECTORS

Officers - The elected officers of this organization (collectively known as the Board of Directors) shall be a President, President-Elect, Past-President, and the nine (9) directors chosen from each area exclusive of the President, President-Elect and the Past-President, defined as the executive committee.

President

The President shall preside at the opening of the annual meeting and such other sections as he/she elects. He/she shall preside at the meetings of the Board of Directors. He/she shall have authority to call special meetings of the Board of Directors, or of the entire membership with the consent of the Board of Directors. He/she shall, with the consultation of the Board of Directors, prepare programs for the annual meeting of the Association. He/she shall perform any of the duties which customarily accrue to the office. He/she shall represent META on the SAM Board of Directors.

President-Elect (first election as Vice President)

In the absence of the President, the President-elect shall perform the usual duties of the office.

Past-President (first election as Executive Secretary)

The Past-President shall be responsible for a complete and accurate record of all meetings of the Association and Board of Directors.

Delegate Assembly/Advocacy Committee Chair

The President will appoint someone to serve as the Delegate Assembly/Advocacy Committee Chair.

Executive Committee - The Executive Committee Members are Active Members in the roles of President, President-Elect, and Past-President. The Executive Committee shall have the power to act on official META business that needs immediate attention and falls between regularly scheduled META Board of Directors meetings. If the membership of META allows more representation on the SAM Board of Directors, the 2nd representative will be the President-Elect, and 3rd representative will be the Past-President.

Regional Directors

- Develops relationships between tech coordinators and school/district leaders in the region
- Develops value for META products and processes within their region
- Organizes META events within their region
- Membership development
- Each regional director is responsible for organizing regional meetings, promoting membership and projects (such as Technologist of the Year, etc.) in the Association, and reporting on the activities and recommendations of their respective region at the annual meeting of the association

Terms of Office

Officers

1. The elected officers shall serve the Association for six years. (Serving a two-year term in each position: President-elect, President, Past-President).
2. The President-elect shall assume the office of President at the end of the President’s second year of service, at the Annual meeting.
3. The President, at the end of the official term, shall serve as an advisor to the President as Past-President.

Regional Director

1. The Regional Director shall be elected to serve a term of one year in a method determined by the members of the region.
2. Regional Directors can serve consecutive terms.

Board of Directors

- a) The Board of Directors shall be the President of the Association, President-Elect, Past-President, Delegate Assembly/Advocacy Committee Chair and nine (9) regional directors. The recognized regions are: Four Rivers, South Central, South East, North East, Hi Line, North Central, Central, Western, and North West.
- b) A majority of the board must be comprised of Active Members.
- c) Duties
 1. The Board of Directors shall determine the exact date and place of the annual meeting.
 2. The Board of Directors shall conduct necessary business between annual meetings of the

- membership.
3. The Board of Directors shall define and appoint all committees.
 4. The Board of Directors shall attend to the promotion of the best interest of the Association.
 5. The Board of Directors shall approve the annual budget and expenditures from the budget and present it to the membership for a vote at the Spring meeting.
- d. Vacancies on the Board of Directors
1. Any Board Member may resign at any time by giving written notice to the President of the Board of Directors. Such resignation may be of his/her role as a Board Member or as a Member of any other body as may be pertinent at the time. The resignation shall take effect at the time specified in the written notice; and unless otherwise specified therein, acceptance of the resignation shall not be necessary to make it effective.
 2. The Board of Directors shall fill vacancies of office which occur during the regular term using the following:
 - a) Any of the nine (9) Regional Director vacancies shall be filled in a method determined by the members of the region.
 - b) Office of the President vacancy will be filled by the President-Elect for the remainder of that term.
 - c) Office of the Past-President vacancy will be appointed by the President for the remainder of that term.
 - d) Office of the President-Elect vacancy will be appointed by the President for the remainder of that term.
 3. The Board of Directors may remove an officer upon two-thirds (2/3) vote of the Board of Directors.

Election of Executive Committee Officers

- a. Nominees for the Executive Committee must be Active Members
- b. A nominating committee shall be appointed by the Board of Directors at least thirty (30) days before the annual meeting and instructed in their duties at the time of appointment.
 - i. The nominating committee shall present, through the chairman, the nominees for the office of President-Elect.
 - ii. At the time of this nominating committee report, the presiding officer shall call for additional nominations from the floor, and any such nominations shall be placed on the ballot.
 - iii. Immediately upon adjournment of the annual meeting, a ballot prepared by the SAM office shall be distributed to all active members, digitally. Members shall return their digital ballot within two weeks (14 days). All counting of the ballots shall be reconciled by the SAM office and the one receiving a majority of votes cast shall be named President-Elect. If there is no such majority, the Past-President will prepare a second ballot with the names of the two receiving the most votes and repeat the digital balloting. The one receiving the highest vote count shall be named President-Elect.
- c. The President-Elect shall automatically succeed the office of President.

PRESIDENT-ELECT POSITION DESCRIPTION

Term: Two years

Election: The President-Elect begins his/her term on May 19, 2016 following the 4th Quarter META Board Meeting and New Board Member Orientation.

Qualifications:

- A. Be an active member of META for at least one (1) year.
- B. Be able to be released by the District from which you are employed to attend all Executive Board and Board of Directors meetings, the META Annual Conference (when scheduled), the SAM Administrators Institute and Tech Talks (as available).
- C. Be committed to the goals of META and SAM and be willing to promote these goals.
- D. Be willing to assume the responsibilities and duties of President-Elect, President and Past President.

Duties and Responsibilities:

- The primary function of the President-Elect is promoting Association membership.
- Commit one hour a week to META.
- Conduct META Executive Board and Board of Director meetings in the absence of the President.
- Assist the President in the programs for the META Conference (as necessary) and META General Business Meeting.
- Attend META Region meetings, as able.
- Contribute news articles to the SAM Newsletter.
- Represent META on various committees with other educational organizations as directed by the President.
- Attend such other meetings as may be necessary to represent META as directed by the President.
- Manage the awards committee for the META membership.

DUTIES OF REGIONAL DIRECTORS

META has divided the state into [nine regions](#) that align closely with the regions of the Montana Association of School Superintendents (MASS). Each META region is represented by a regional director that sits on the [META board of directors](#) throughout their term. Your regional director is a great place to start if you have any questions.

Expectations

- Each region is expected to host at least 3 regional meetings per school year. Best practice is to hold these meetings in conjunction with the regional MASS meetings. The intent behind this best practice is to allow opportunity for META members to engage in meaningful conversation surrounding educational technology with the superintendent.
 - Sample agendas are included with this guide. Content of the meetings should center around topics of interest to members in the region. Many regions ask for “next meeting” topics at each regional meeting.
 - Each meeting must have time on the agenda to allow for the META membership to bring concerns regarding META operations to the group. If the group feels strongly about a subject that needs to go before the META Board, it is the responsibility of the Regional Director to request that topic be added to the next META Board Meeting.
 - Agendas and minutes should be shared with the full META membership and any members can attend meetings in the region(s) of their choice.
- The regional director will be asked to give a summary report at each Board Meeting of the activities and concerns from their region and in addition summarize and discuss Board activities at each Regional Meeting.
- Each region is encouraged to host at least one TechTalk in their region per year. Information regarding these TechTalks needs to go out to the General Membership.
- The regional meetings should include a time for summarization of the actions of the META Board and solicit input from members into the agenda of the Board.
- Regional Directors are responsible to solicit membership in their region. For example, attend regional (or have a designated regional representative) attend MASS Meetings and ensure that the superintendents understand the value of having META at the table.
- If the Regional Director finds they must vacate their position they are responsible to find a person to replace them

TechTalks

- A TechTalk is a gathering of META members and non-members centering around topics of interest. The format can be roundtable discussion, formal presentation from one or several professionals or any other effective format the regional director sees fit
- TechTalks are open to anyone who wishes to attend.
- Regional directors should make sure to capture contact information for all those in attendance of the TechTalks and include all those in attendance regarding future gatherings
- It is a good idea to have membership forms available at each gathering and encourage those who are non-members to join by sharing with them the META Member Benefits
- Regional Directors should make sure to have a simple feedback mechanism in place for use at

the conclusion of each TechTalk

MEETINGS

Meetings of the Board of Directors will be held as follows:

September – Board Retreat
January – Winter Board Meeting
March – Annual Meeting
May – Board and Reorganization Meeting

DUES/BUDGET

The annual dues of the Association shall be set by the board annually prior to May 1st. Dues will be collected and processed by the SAM office. The Memberships shall run from July 1 through June 30.

The Executive Committee (President, President-Elect, Past-President) shall present a budget to the Membership at the annual conference. The budget must be approved by a majority of the members present.

META-TECH STATE CONFERENCE

The Montana Educational Technologists Association sponsors an annual METAtchED conference inviting META members and non-members from across the state. This conference provides directors and coordinators the latest information on technology, security, and networking ideas. The goal of this conference is make sure school districts have an opportunity to see the most current and efficient trends in technology that supports the education of all students. Speakers, presenters, and exhibitors are scheduled to give the best delivery of this information.

STANDING COMMITTEES

These committees guide META implementation of the Strategic Plan Goals and Objectives. Each committee is sponsored and supported by a META board member.

- Advocacy
- Professional Development
- Organizational Development

MEMBER AWARDS

META Technologist of the Year

The Montana Educational Technologists Association (META) presents the Montana K-12 School Technologist of the Year Program. This award is established to recognize the fine achievements and successes of a Montana K-12 School Technologist (Tech Coordinator, Tech Director, Tech Specialist, etc.) at the State level. Each year, META takes nominations for the META Technologist of the Year. A review team, organized by the META President-Elect, analyzes nominations and chooses the award recipient in accordance with the following standards:

1. Has significant impact on the future tech readiness of his/her district or META region.
2. Exemplifies collegiality and leadership in their district or region.
3. Has worked diligently to create change in their district or META region that improves educational opportunities.

META Empowered Superintendent of the Year

The Montana Educational Technologists Association (META) presents the META Empowered Superintendent of the Year Award Program. This award is established to recognize a school superintendent that consistently and passionately provides educational technology leadership, support, understanding and guidance in working with their school technologist to create a successful and efficient network of tech supported education for all students within their district. In order for the superintendent to be nominated, he/she must be a member of the Montana Association of School Superintendents (MASS). A review team, organized by the META President-Elect, analyzes nominations and chooses the award recipient in accordance with the following standards:

1. Must be a current Superintendent in the State of Montana and be a member of the Montana Association of School Superintendents (MASS).
2. Has worked to effectively integrate the use of technology in the day-to-day operation of their educational organization.
3. Ensures that technology resources are equitably distributed among students and staff. Works hard for adequate funding for instructional technology.
4. Has worked to develop professional development as a component of every technology initiative as well as working to adequately fund that professional development into the future.
5. Demonstrates exceptional Leadership and vision in the development and implementation of a districtwide technology plan. Follows up on the progress of that plan.
6. Exhibits a thorough understanding of the role of technology in education and can articulate that understanding to all school district stakeholders. Continues to seek out new ways of

integrating instructional technology by working with teachers and staff.

7. Provides exceptional leadership in supporting the integration of technology into the curriculum and is always looking forward for new integration paths.
8. Demonstrates exceptional vision in employing technology to streamline school district business operations.
9. Demonstrates curiosity and open-mindedness in considering emerging technologies and weighing nontraditional solutions to traditional problems. Works with all stakeholders on possible new innovations in instructional technology.
10. Thinks creatively and strategically about the long-term challenges and opportunities of technology in the school district and in education at large.

META Years of Service Pins (Year of Paid Membership)

META members will be honored for 5 year increments with pins and certificates. Since META's inception as a SAM affiliate in 2012-13, we now have those that have reached 5 year and 6 year totals so far in years of membership with hope to continue! With continuation of this recognition program, pins will be awarded to members who reach 5 years of membership, 10 years of membership, 15 years of membership and so on... those that reach these totals will be awarded at the METAtchED Conference each year.

Ex. - Those currently sitting at 4 years of membership will be awarded the 5 year pin at METAtchED 2019 next year, 3 year members will get their 5 year pins the following year. Obviously, ten year pins will not be awarded to anyone until FY2022 where those that currently have 6 years will then get their 10 year pin.

NATIONAL AFFILIATION

The Montana CoSN (Consortium for School Networking) Chapter was formed in 2016 and is managed and supported by the Montana Educational Technologists Association (META), established in 2012, and the School Administrators of Montana (SAM).

The Consortium for School Networking (CoSN) is the premier professional association for district technology leaders. For nearly 25 years, CoSN has provided leaders with the management, community building, and advocacy tools they need to succeed. Today, CoSN represents over 11 million students in school districts nationwide and continues to grow as a powerful and influential voice in K-12 education.

EVENT AND AWARD SPONSORS

META Events include but are not limited to:

- Tech Talks
- Regular Regional Meetings

- Conferences
- Committee Meetings
- Boot camps (day long training)

Events of the META Board of Directors where official organization business may be conducted are not eligible for sponsorship.

The details of the vendor sponsorship and / or vendor involvement with the event will be agreed upon between the vendor and the event organizer.

Vendors who are interested in sponsoring META events or Awards are asked to request Approval through the SAM office. Information that should be provided include:

- Description of the company: what products and services are offered
- An explanation of the benefits the company offers to students in Montana schools
- Customer references (especially those in Montana)
- Website and contact information

Upon receipt of a Vendor application, the SAM office will notify all META members of the details of the request to sponsor.

META members will have 10 business days to comment to the Board on the proposed vendor sponsorship. Members comments can be made by email to: metaboard@sammt.org or to the email of individual board members. Board members are also encouraged to participate in commenting.

No sooner than the 11th business day after the receipt of the application, the SAM office will open an online ballot where the board will be asked to vote to approve or deny the vendor sponsorship. Any board member who is an employee or owner of the company requesting approval will not be allowed to vote on sponsorship.

The vendor will remain on the approved list for the remainder of that July 1- June 30 year.

Vendors may ask to be re-approved by the board annually, by June 15, for the subsequent year.

Appendix



Region
Agenda
Date

Location:

Time:

Roll Call

Approval of Agenda

Approve the Minutes from last meeting

Old Business

-
-
-

New Business

-
-

META Member Time (BYOT)

Member concerns

Next Meeting Date:

META Technologist of the Year Award

The Montana Educational Technologists Association (META) presents the Montana K-12 School Technologist of the Year Program. This award is established to recognize the fine achievements and successes of a Montana K-12 School Technologist at the State level. Eligible candidates for this award must be current META members. THIS NOMINATION FORM IS DUE BY MONDAY, FEBRUARY 29, 2016.

***Required**

1. Name of Nominee *
2. Nominee Address, Phone & Email: *
3. Describe how the nominee has made a significant impact on the future tech readiness of his/her district or META region: *
4. Explain how the nominee exemplifies collegiality and leadership in their district or region: *
5. Indicate how the nominee has worked diligently to create change in their district or META region: *
6. Besides the information provided above, please identify why you feel the nominee would be a deserving recipient of this award: *
7. Submitted by (Name of Nominator): *
8. Contact Information of Nominator: *

META Empowered Superintendent of the Year

***Required**

1. Name of Nominee: *
2. Address of Nominee: *
3. Nominee's Email: *
4. Nominee's Phone Number: *
5. Describe how the nominee has made a significant impact with their support of technology preparedness within their school district: *
6. Explain how the nominee exemplifies leadership, support and collegiality to help advance technology within their district: *
7. Indicate how the nominee has worked diligently to create change in their district: *
8. Besides information provided above, please identify why you feel the nominee would be a deserving recipient of this award: *
9. Submitted by (Name of Nominator): *
10. Nominator's Address: *

11. Nominator's Email: *

12. Nominator's Phone Number: *

(Written on the Award):

Stemming from the Empowered Superintendent Program sponsored by the Consortium of School Networking (CoSN), the META Empowered Superintendent of the Year Award recognizes a school superintendent who is not only a school district leader but also a leader and supporter in the use of technology within their school district. The META Empowered Superintendent of the Year Award is given in recognition of a Montana school superintendent who supports the power of technology in engaging students and faculty and envisions the promise of emerging educational applications of technology to better prepare students for a competitive, digital world.